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INTERNATIONAL CONGRESS OF LIBRARIES AND DOCUMENTATION CENTRES

Brussels, 11th to 18th September, 1955

organized by

THE INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS
THE INTERNATIONAL FEDERATION FOR DOCUMENTATION
THE INTERNATIONAL ASSOCIATION OF MUSIC LIBRARIES

NOTICE N° 1

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Mr. J. GROOTAERS, Secretary for the Dutch language
Member of the « Vlaamse Vereniging van Bibliotheek-, Archief- en Museumspersoneel »

INTERNATIONAL CONGRESS OF LIBRARIES AND DOCUMENTATION CENTRES

1. Its History and Aims.

Since the end of World War II, the relations between the international federations of librarians and documentary experts have been steadely extended and gradually co-ordinated.

UNESCO took the initiative in organizing several joint meetings, the first of which was held at Basle (Switzerland) in 1949 and was attended by representatives of the International Federation of Library Associations and of the International Federation for Documentation; on this occasion the possibility of a joint congress was already being considered.

The second meeting was held in Paris during the same year. In addition to the delegates of the above-mentioned Federations, members of the International Council of Archives, which had been set up recently under the auspices of UNESCO, attended the meeting. The possibility of agreements on co-operation, joint committee meetings, the organization of conferences to be held annually in the same town, etc., was being considered.

In Rome (1951) and in Copenhagen (1952), in Paris and in Vienna (1953), these methods of co-operation were improved and the conventions enlarged, while steps were taken to set up an International Committee for the organization of a joint Congress. The number of those taking an interest in these activities had grown since 1952, and the International Association of Music Libraries as well as the International Organization for Normalization took part in the work.

The International Organizing Committee of the Congress of Libraries and Documentation Centres held its first meeting in Paris in October 1953. It laid down the general theme of the Congress and the manner in which the general Congress was to be associated with the separate Congresses of the three Federations; Brussels was chosen as seat of the joint meeting.

The programme is founded upon the following main theme : «The tasks and responsibilities of libraries and documentation centres in modern life»; for it is essential in the present state of world affairs to recall to mind the prominent part played by libraries and documentation centres in the cultural, economic, and social rise of the nations. Subjects interesting all or several federations will be brought up at plenary meetings or at joint sittings; other more special questions - but bearing nevertheless on the main theme - will be discused at the separate congresses of the organizing international federations,while their co-ordination will be achieved during the plenary sittings at the end of the Congress-week.

The Organizing Committee trusts that this confrontation will result in well-grounded decisions for all the professions concerned, and hopes

that these decisions will be universally approved. Librarians «lato sensu» and documentary experts will thus for the first time be able to confront their theories, their methods and ideals in order to recommend a common code of sound procedure to their colleagues all the world over.

The discussions that will take place during the 1955 Congress and conferences in Brussels are bound to be of the utmost interest to all those whose occupations are somehow related to library science or documentation. Next year's session will be a unique occasion for entering into fruitful relations with specialists come from all over the world in order to confront their colleagues' experience with their own.

2. *Delegations.*

The Congress is open to all those interested in the questions to be discussed. One series of meetings is open to all those who attend, whether they belong to one of the associations affiliated to the organizing Federations or not; while other more specialized meetings are reserved for members of the international organizations of librarians and documentary experts. Participation in these special meetings is subject to the regulations in force in the respective organizations.

The Organizing Committee hopes that when the national delegations are appointed, the local committees will ensure the representation of the widest possible range of interests, and will arrange for juniors in the field of librarianship and documentation to take part both in the preparatory work of the Congress in their own countries and in the meetings at Brussels.

3. *Preparatory work.*

Rapporteurs have been appointed to submit introductory reports on each of the questions included in the agenda of the Congress. These documents will be assembled in a volume which will be widely distributed among the organizations concerned.

The International Committee requests all organizations affiliated to one or other of the three Federations to study these documents and submit them to their members during debates or sudy-meetings held in the coming months, so that the first series of conclusions reached on the national level may be available to the Committee by 31 December 1954. It is also hoped that further and more detailed reports will be sent in by the future members of the Congress.

Further details regarding the procedings are given in the Rule of Procedure of the Congress.

4. *General Organization.*

4.1 *Correspondance*

a) Correspondence relating to the international organization of the Congress of Libraries and Documentation Centres (registration, reports, documents, etc.) should be addressed to Mr J.A. Baby, Librarian of the Council of Europe, 8, rue de Haguenau, Strasbourg, B. Rh. France.

b) Correspondence relating to hotel reservations or any other subject connected with arrangements in Belgium should be adressed to Mr J. Van Hove, Curator of the Royal Library, Rue du Musée, 5, Brussels.

4.2 Premieses

Plenary meetings and meetings of the General Congress will be held on the premises of the Free University of Brussels, as will the separate Congresses, with the exception of the Fourth Congress of Music Libraries, which will take place at the Royal Conservatory of Music, Brussels.

4.3 Secretariats

For the duration of the proceedings, the Secretariat of the Congress and the Secretariats of the separate Congresses will occupy premises in the Free University.

4.4 Financial services.

Fees must be paid by cheque, payable in Brussels and made out to Mr R. Dandois, Treasurer of the Belgian Committee, 22 rue des Petits Carmes, Bruxelles.

4.5 Railways

It is expected that the Belgian National Railways will offer reduced fares to delegates to the Congress. Full particulars will be given later.

4.6 Hotel accommodation

The Belgian Organizing Committee will reserve hotel rooms for delegates on requests. The reservation forms will be sent to delegates about May 1955.

4.7 Information

An information office will be provided during the Congress for the convenience of delegates. It will open on Thursday, 8 September, at the Free University of Brussels.

5. Programme of the Congress

THE TASKS AND RESPONSIBILITIES OF LIBRARIES AND DOCUMENTATION CENTRES IN MODERN LIFE

Monday, 12 September 1955 (morning)

OPENING MEETING

Monday (afternoon)

A. PLENARY MEETING

1. The international aspects of the theme. Rôle of the different categories of libraries and documentation centres. Co-ordination of activities on the international level.

2. The national aspects of the theme. Organization of libraries and documentation centres, particularly in underdeveloped countries.
3. Official action by Government authorities.

Monday (evening)

Public meeting attented by several persons of international standing.

B. JOINT MEETING

Tuesday, 13 September

1. Principles of national and international co-operation. Union catalogues. International lending, international exemption from postage fees. Common purchase schemes.
2. International bibliography, national bibliography and special bibliography. National centres of bibliographical information.
3. Relations with the various categories of users (scientific and industrial research workers, students, readers wishing to improve their general knowledge).
4. Relations of public libraries with other categories of libraries and documentation centres. Book selection.
5. Organizing urban public library services.
6. Organizing rural public library services.

Wednesday, 14 September, Thursday, 15 September (morning) and Friday, 16 September

Separate meetings of the different organizations.

Thursday, 15 September (afternoon)

Group excursion.

C. PLENARY MEETINGS

Saturday, 17 September

1. Training of librarians, particularly from the standpoint of economic and social questions.
2. Documentary reproduction by photograph and microfilm : (a) for preservation purposes; (b) for the constitution of records in depositories in the event of armed conflict; (c) for exchanges.
3. Material preservation of documents, and methods for their restoration.
4. Equipment and material resources of libraries and documentation centres (document reproduction, selection, furniture, etc.).
5. Standardisation of techniques in librarianship and documentation (cataloguing codes, abbreviations, symbols, etc.) — (In co-operation with the ISO 46 Committee.)

Saturday evening

Concluding dinner.

Sunday:

Group excursion.

6. Rule of Procedure.

Art. 1 Admission. The Congress is open to all those interested in the questions to be discussed. Membership in one of the associations affiliated to the organizing federations is not required in order to attend the meetings of the General Congress. However, participation in the separate congresses (3rd International Congress of Libraries, 22nd International Conference on Documentation, 4th Congress of Music Libraries) is subject to the regulations in force in the respective organizations.

Art. 2 Registration. To register, use the attached application form. Members who send in their forms after 15th July 1955 will not receive the working documents by post, but will be able to obtain them on arrival in Brussels.

Art. 3 A fee of 300 Belgian francs will be payable, covering attendance at the Congress, the cost of the three volumes of working documents to be published (preliminary reports, papers read, proceedings of the Congress), and admission to the various events arranged during the period concerned. Membership cards must be produced in order to obtain admission to the meetings.

Persons accompanying the participants will pay a fee of 150 Belgian francs, covering admission to the various events arranged during the Congress and the right to take part in the special programme arranged for guests.

An extra fee of 100 Belgian francs will be charged to cover the group excursions and tours organized during the Congress.

The fee must be paid in full when the application form is returned.

Art. 4 Languages

The working languages of the Congress will be French and English, and all papers should, so far as possible, be submitted in one or the other of these languages. Papers in other languages must be accompanied by a summary, not exceeding 200 words in length, in either French or English.

Art. 5 Reports and papers. Papers should, as a general rule, deal with questions of an international character, connected with the international relations of libraries and documentation centres and with international or general bibliography (of interest to librarians and documentary experts in all countries).

Papers should not exceed about 25.000 words. They should be typed on one side of the page only, and two copies should be sent to the Executive Secretariat of the Congress, 8, rue de Haguenau, Strasbourg, B. Rh., France. Papers intended for the individual Congresses should be sent:

a) for the Third International Congress of Libraries, to Mr Breycha-Vauthier, United Nations Library, Geneva;

b) for the Twenty-second International Conference on Documentation, to the Secretariat of the International Federation for Documentation (FID), 6 Willem Witsenplein, The Hague (Netherlands);

THIRD INTERNATIONAL CONGRESS OF LIBRARIES

Organized by the International Federation of Library Associations

Chairman : Mr. P. Bourgeois, Berne.
Vice-Chairmen : Messrs. D.W. Bryant, Cambridge, Mass.
J. Cain, Paris.
C. Hofmann, Munich.
L.R. Mac Colvin, London.
Secretary-General : Mr. T.P. Sevensma, Leyden.
Deputy Secretary-General : Mr. A.C. Breycha-Vauthier, Geneva.

I. GENERAL QUESTIONS.

1. Exchange of official and administrative publications and relations with international governmental and non-governmental organizations.
2. Specialized groups within IFLA (theatrical libraries, agricultural libraries, etc.).

II. NATIONAL LIBRARIES AND SCIENCE LIBRARIES.

1. Special problems of large national libraries and science libraries.
2. Relations with publishers and booksellers. Prices of books and periodicals.
3. Exchanges (theses and academic works, duplicates).
4. Vocational training (special aspects).

III. PUBLIC AND LIGHT LITERATURE LIBRARIES.

1. Education of readers' taste and after-school training. Encouraging the love of books.
2. Audio-visual materials.
3. Children's libraries.
4. Hospital libraries.
5. Libraries for the blind.
6. Vocational training (special aspects).

FOURTH CONGRESS OF MUSIC LIBRARIES

Organized by the International Association of Music Libraries

Chairman : Mr. Richard S. Hill, Washington.
Vice-Chairmen : Messrs. Alexander Hyatt King, London.
Walther Martin Luther, Göttingen.
Nino Pirrotta, Rome.
Secretary-General : Mr. Vladimir Fedorov, Paris.
Treasurer : Mrs. Renée P.-M. Masson, Paris.
Members : Mrs. Mercedes de Moura Reis Pequeño, Rio de Janeiro.
Mr. Hans Zehntner, Basle.

c) for the Fourth Congress of Music Libraries, to Mr Fedorov, 14 rue de Madrid, Paris (8e).

These reports will be published before 31 May 1955. Manuscripts received later than 31 December 1954 will not be included in the printed volume. So far as possible, they will be distributed to members at the opening of the Congress.
Meetings will be reserved for discussion, and no papers will therefore be read.

Art. 6 Bureau. The Bureau of the Congress will be constituted by the Organizing Committee to which may be added members chosen from among the participants in the Congress. The bureaux of the separate congresses are set up in accordance with the statutes and rules of the organizing federations.

Art. 7 Joint meetings. Rapporteurs will be charged with the preliminary work required by each of the questions included in the agenda. The debates will be presided over by a chairman.

Art. 8 Intervention during meetings. No member may take the floor more than twice in the course of a debate bearing on one and the same question. Such interventions must not outlast ten and five minutes respectively, except where otherwise decided by the chairman. The author of a report may on occasion be allotted an additional space of time in order to reply to any objections raised. The reading of reports will not be allowed under any circumstances, since copies will heve been distributed beforehand.

Art. 9 Interpretation. Any speech can, on request, be interpreted from one working language into the other.

Art. 10 Reports. In order to facilitate the work, speakers at the various meetings will be asked to supply the secretary of the meeting, before its close, with a summary of their remarks.

Art. 11 Resolutions. Draft resolutions adopted at meetings will be transmitted to the Bureau of the Congress, which will be responsible for their co-ordination and translation, and will submit them, amended if necessary, to the final General Assembly, which will vote on them by simple majority of those present. The President of this Assembly will decide whether there is sufficient time to discuss these draft resolutions.
Draft resolutions intended for any of the separate Congresses must be submitted in accordance with the regulations of the Federation concerned.

Art. 12 Methods of implementation. At the conclusion of the Congress, the International Organizing Committee will take the necessary steps to communicate the resolutions to the Governments and organizations concerned.

Art. 13 Any questions not included in this Rule will be submitted to the International Organizing Committee, who will reach a decision.

I. GENERAL QUESTIONS.

1. The International Directory of Musical Sources. Scientific, bibliographical and technical problems.
2. Professional training of a music librarian.
3. Exchanges (of musical scores, gramophone records and tape-recordings).
4. Broadcasting and its music libraries in contemporary musical life.

II. PUBLIC MUSIC LIBRARIES.

1. Their rôle in education.
2. National aspects.
3. International co-operation.

III. LIBRARIES OF RECORDED MUSIC.

1. Legal problems.
2. An international bibliography of gramophone records.
3. American record libraries and record archives and their development.

IV. THE MUSIC LIBRARIES OF BROADCASTING ORGANIZATIONS.

1. An international catalogue of works the orchestral material of which is difficult to obtain.
2. The music libraries of the Scandinavian broadcasting organizations.
3. The organization of music librairies in the German Broadcasting Service. Their international influence.

TWENTY-SECOND INTERNATIONAL CONFERENCE ON DOCUMENTATION

Organized by the International Federation for Documentation

Chairman : Mr. A.J. MØLLER, Copenhagen.
Vice-chairmen : Mrs. S. Briet, Paris.
Dr. Alexander King, London.
Mr. G. Lorphevre, Brussels.
Dr. J.M. Meyer, Basle.
Secretary-General : Mr. F. Donker Duyvis, The Hague.
Treasurer : Dr. Milton O. Lee, Washington.

I. Exchange of documentary information.
II. Vocational Training (special aspects).
III. Audio-visual materials.
IV. General and special classifications (social science, agriculture, etc.).
V. Rôle of documentation in the productivity drive.
VI. Special fields of documentation (economics, agriculture, building, medecine, etc.).

INTERNATIONAL CONGRESS
OF LIBRARIES AND DOCUMENTATION CENTRES
Brussels, 11th to 18th September, 1955

Participants are requested to fill in this form and return it as soon as possible to :

Mr. J.A. Baby, 8, rue de Haguenau, Strasbourg, B.-Rh., France

Name (Mr., Mrs., Miss) .....

Christian names .....

Occupation and grade .....

.....

Private address in full .....

.....

Accompanied by :

1. Name (Mr., Mrs., Miss) .....

2. Name (Mr., Mrs., Miss) .....

Wish to receive the working documents in English, French (*)
Wish to avail myself of the reduced fare : yes, no (*)
Declare that I have sent my cheque in payment of my fee and those of the persons accompanying me (*) to Mr. R. Dandois, 22, rue des Petits Carmes, Bruxelles.

.....	Congress fee	300 Belgian francs	.....
.....	Guest fee	150 Belgian francs	.....
.....	Excursion fee	100 Belgian francs	.....
			.....
		Total	.....

Wish moreover to register free of additional charges for the Third Congress of Libraries — Twenty-second Conference on Documentation — Fourth Congress of Music Libraries (**).

(Date) (Signature)

(*) Strike out the words which do not apply.
(**) Strike out the words which do not apply, taking into consideration that one congress only may be chosen in addition to the general Conference.

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